

**Leadership Council  
Jackson College  
Zoom  
May 6, 2020**

The Leadership Council of Jackson College was held on May 6, 2020 via Zoom.

Leadership Members Present: Dan Phelan, Cindy Allen, Dr. Kate Thirolf, Sara Perkin, Jeremy Frew, Darrell Norris, Lee Hampton, Jason Valente and Jim Jones.

Meeting start time: 9:00AM Meeting end time: 3:50PM (break for lunch 12-1pm)

**FIRST TEAM NORMS**

President Phelan shared the Leadership Council COVID-19 Commitments.

**MONTHLY BELIEF/GOOD NEWS**

Celebration of the monthly belief and good news stories were shared.

**MINUTES**

The minutes for April 29, 2020 were approved.

**RECONNECT UPDATE**

Tina Matz and Julie Hand provided an overview of the progress made towards the reconnect program.

**INFORMATION**

*Reintegration Committee*

President Phelan shared an overview of his plans on assigning a group of employees to a reintegration committee which will be chaired by Cindy Allen.

*AFIT*

The group discussed participation in AFIT's summer conference virtually and determined they would not participate this year.

*Board Meeting*

President Phelan provided an overview of the upcoming May 11<sup>th</sup> board meeting.

*Ready Set Jet*

Additional discussion was held around running Ready Set Jet this summer. Details are still in process and this discussion will continue.

*Stress Testing Housing*

Darrell provided an update on the stress testing efforts being put in place in housing.

*Leave Time*

President Phelan reviewed time off and encouraged folks to be using time.

### *Article*

President Phelan led a discussion on Innovation. It was agreed this article will be shared with Administrators for discussion at the next Administrative Council.

### *Strategic Agenda*

Year one initiatives will be heavily focused on reintegration planning related to COVID 19. President Phelan asked for folks input by the end of this month. His goal is to have a draft final by end of June.

### *Course Caps*

Kate provided an overview of discussion regarding course caps for online classes. It was decided that course cap changes will be put on hold until additional data can be reviewed. The exception is for those guided by accrediting bodies. Supplemental Instructors are an additional option for some classes.

### *Free Retake Option*

Jeremy provided an overview of some data regarding students who may need to retake a class following moving online. It was suggested that Jessica build this into the appeal process.

### *CARES Act*

President Phelan provided an update on recent learnings of the CARES Act.

### *SGA MLK Observance*

Darrell shared a resolution that Student Government passed asking to observe MLK as a non working holiday at the College. The group confirmed this will remain a working holiday as a day on that includes educational events. Darrell will reach out to communicate to SGA to follow up.

### *CODA Report*

Kate provided an update on how the dental hygiene students labs will be handled.

### *Round Robin*

Discussion was had around the response surrounding the Liberal Arts Diploma and the decision that we cannot award financial aid to students enrolled in this program. This program will be pulled from the catalog.

Brief discussion was had around convocation. President Phelan will give us updates and then Leadership will provide brief updates. Kate confirmed with Darrell that there are athletic and music scholarships in the budget. For music scholarships, no amounts should be promised to students until the entire list has been reviewed.

Discussion was had around athletics and the impact if the seasons are cancelled.

Jim shared an update on ordering of PPE. Cindy shared that security will ensure supplies are locked up.

*6 Month Interviews*

6 month interviews were held with Nichole Davis, Heather Currie, Jason Holbrook and Toni Taylor.